

CSC Adopted: **October 2001** , CSC Revised: _____**Class Title: Automotive Repair Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Diagnoses, troubleshoots, and performs major and minor repairs to equipment and vehicles. Performs wrecker operations and other duties such as cleaning the interior and exterior areas of the shop, ordering and picking up parts, and logging information into the computer.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs preventative maintenance and general repair to vehicles and equipment by performing inspections, evaluating performance, diagnosing the problem, and repairing or replacing parts.
2	M	Diagnoses and repairs vehicles by using equipment and tools to properly locate and correct any problem areas.
3	M	Performs other duties by retrieving City vehicles and towing, cleaning interior and exterior areas of the shop, ordering and picking up parts, and logging information into the computer.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience in automotive maintenance.
Certifications and Other Requirements	Valid CDL (Class A) Driver's License
Reading	Work requires the ability to read job or work orders, repair manuals, maps, equipment manuals, instructions, schedules, MSDS, and diagnostic equipment.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general repair and maintenance notes.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires team involvement and development.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Vehicle repair, on ladder, working under lifts, customer service, part retrieval
Sitting	O	Vehicle repair, computer, desk work, meetings
Walking	F	Answering telephone, in shop area, part retrieval, vehicle retrieval
Lifting	F	Tires, hubs, drums, batteries, buckets of oil, various car parts and shop equipment
Carrying	F	Tires, hubs, drums, batteries, buckets of oil, various car parts and shop equipment
Pushing/Pulling	F	Tires, during vehicle repair, tools, vehicles not operable
Reaching	F	Various car parts, tools
Handling	F	Tires, hubs, drums, batteries, buckets of oil, various car parts and shop equipment
Fine Dexterity	F	Computer keyboard, calculator, various shop tools
Kneeling	F	Performing part repair or replacement, maintenance of vehicle
Crouching	F	Performing part repair or replacement, maintenance of vehicle
Crawling	O	Performing part repair or replacement, maintenance of vehicle
Bending	F	Performing part repair or replacement, maintenance of vehicle
Twisting	F	Performing part repair or replacement, maintenance of vehicle
Climbing	F	Performing part repair or replacement, maintenance of vehicle
Balancing	F	Ladder, performing part repair or replacement, maintenance of vehicle
Vision	C	Computer, desk work, reading, examination or inspection of parts
Hearing	C	Telephone, co-workers, customers, management, public, vendors, meetings
Talking	C	Telephone, co-workers, customers, management, public, vendors, meetings
Foot Controls	F	Driving, performing testing on equipment (clutch, brake pedal, gas pedal)
Other (specify)	N	

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Computer, printer, Standard Microsoft Windows and Office software, Faster software, Mitchell On-Demand software, Fleet Tracker. Various shop hardware tools including power tools, cutting torches, wheel alignment machine, various engine analyzers, head-light adjuster equipment, hydraulic jacks and lifts, amp meter, volt meter, valve facing machine, brake drum lathe, metal lathe, milling machine, steel band saw, drill press, impact gun, electrical testing equipment, electronic diagnostic equipment & scanners

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	D
Explosives	M	Wetness/Humidity	M
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses/eye protection, ear plugs/protection, gloves, safety shoes, work boots or steel-toe boots, safety vests, welding shields

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	C
Other (see 3 below)	N

(3)